



TOWN OF SURFSIDE
Office of the Town Clerk

MUNICIPAL BUILDING
9293 HARDING AVENUE
SURFSIDE, FLORIDA 33154-3009

SANDRA NOVOA, CMC

Telephone 305-861-4863

MEMORANDUM

TO: Lobbyists

FROM: Sandra Novoa, CMC, Town Clerk

SUBJECT: Lobbyist Registration

DATE: 2012

Pursuant to section 2-235 of the Town Code, all lobbyists shall register with the Town Clerk before engaging in any lobbying activities in the town. A registration form is attached for your use in complying with the Code for Lobbyist Registration.

A lobbyist is defined as all persons, firms, or corporations employed or retained by a principal who seeks to encourage the passage, defeat, or modifications of (1) any ordinance, resolution, action or decision of the town commission; (2) any action, decision, recommendation of a town board or committee; or (3) any action, decision or recommendation of town personnel during the time period of the entire decision-making process on such action, decision or recommendation which foreseeably will be heard or reviewed by the town commission, or a town board or committee.

"Lobbyist" specifically includes the principal, as defined above, as well as any agent, officer or employee of a principal, regardless of whether such lobbying activities fall within the normal scope of employment of such agent, officer or employee.

The term "lobbyist" specifically excludes any person who only appears as a representative of a not-for-profit corporation or entity (such as charitable organization, a trade association or trade union), without special compensation or reimbursement for the appearance, whether direct, indirect, or contingent, to express support or opposition to any item or attorneys who represent a client in relation to any quasi-judicial matter.

Should you have any questions, comments or concerns, please contact the Town Clerk.

**TOWN OF SURFSIDE
2012 ANNUAL LOBBYIST REGISTRATION**

Please type or print clearly in Ink

Date: _____

Mr./Ms. Last Name

First Name

Middle Initial

Business/Firm Name

Address

City

State

Zip

Note: It is the responsibility of the lobbyist to notify the Town Clerk of any changes to the Lobbyist's address.

Business Phone

Fax

E-Mail Address

Under oath, the following represents each person or entity the aforementioned lobbyist has been employed to represent. A letter of permission, signed by the person, entity, principal or the principal representative of the, stating that the lobbyist is authorized to represent them must be attached.

Name:

Address

Phone:

consideration be received for
lobbying activities?

OATH

I do solemnly swear or affirm that all the facts contained on this Annual Lobbyist Registration form and on the attached Town of Surfside Client list attached hereto are true and correct and that I have read and I am familiar with the provisions contained in the Town of Surfside Code Section Sec. 2-235. Lobbying.

State of _____

County of _____

Sworn to and subscribed before me this _____ day of
_____, 20_____.

Signature of Notary

Notary Public: _____

Printed name of Notary

My Commission Expires: _____

(seal) _____

Signature of Lobbyist

PLEASE NOTE: By January 15 of each year, all lobbyists shall submit to the town clerk a signed statement under oath listing all lobbying expenditures for the preceding calendar year. The statement shall list in detail each expenditure by category, including food and beverage, entertainment, research, communication, media advertising, publications, travel, lodging and special events, and town personnel on whose behalf or benefit the expenditure was made. A statement shall be filed even if there have been no expenditures during the reporting period. Annual statements shall be required until such time as the lobbyist files a notice of withdrawal of lobbying activities with the town clerk.

For Office Use Only:

Total Fee Paid: _____

Annual Registration Fee: \$250.00 Plus \$100 for each Client Represented

Cash / Check No. _____

Receipt No. _____